

## **Lisa Dethlefs, L.M.T.**

### **EMPLOYMENT HISTORY**

#### **Manager, Women's Center-Sharonville**

June 2013-Present      Elizabeth's New Life Center  
Managing staff and volunteers; Consulting and providing attentive, one-on-one support to women facing crisis pregnancies; Conducting research to find available resources for differing client needs. Mentoring and instructing clients with the Earn While You Learn classes and following them through the program; Developing and carrying out several sources and programs for outreach to gain new clients and donors; Maintaining client charts in accordance with privacy policy and other medical requirements; Administrative tasks and knowledge in database, scheduling, Microsoft Word and Excel, client charting and various front desk responsibilities.

#### **Administrative Assistant / Massage Therapist**

September 2011-October 2013    All About Health Chiropractic: West Chester, OH  
Manage front office duties including billing (Inphase Software,) filing, entering insurance payments, organizing, preparing meetings and seminars, Microsoft word and scheduling. Perform Deep Tissue, Hot Stone, Prenatal, Sports and Swedish massage, as well as referrals from the Dr. for pain management.

#### **Massage Therapist**

February 2009- Sept 2011    Premier Salon & Spa (formally Ecotage): Springdale, OH  
Performed Deep Tissue, Swedish, Hot Stone, Sports and Prenatal Massage, Body Treatments and Hydrotherapy Tub.

#### **Massage Therapist / Clerical Assistant**

February 2007-December 2010    American Family Chiropractic: Mason, OH  
Performed Deep Tissue, Swedish, Hot Stone, Prenatal, Sports and Ashiatsu Massage. Assisted the front desk with billing, filing, entering insurance payments and scheduling.

#### **Administrative Assistant**

September 1999-October 2003    Partners in Wellness: Springdale, OH  
Managed front desk including scheduling patients, billing (PBSI System,) entering insurance payments and filing medical records. Performed medical assistant duties as needed.

### **EDUCATION**

#### **License – Medical Massage Therapist**

December 2006    State Medical Board of Ohio  
License # 33.015652, Active 01/12/07

#### **Certification of Completion for Massage Therapy**

April 2005-October 2006    Cincinnati School of Medical Massage